

1. Q. Has Ohio Housing Finance Agency viewed any vendor demonstrations prior to releasing this RFP? If so, how many?
A. Yes, two vendor products were demonstrated.

2. Q. How many users does Ohio Housing Finance Agency intend to have functioning on the proposed system at the start of this project?
A. The total number of users of the new system will be approximately 30.

3. Q. Do the key individual project members assigned to work with OHFA have to be on-site at your facility?
A. We strongly prefer that project members work on-site at OHFA.

4. Q. Would OHFA consider a solution where the work is being performed off-site, outside the borders of the U.S.?
A. No.

5. Q. Did the State use any vendor(s) to help develop the RFP? If so, will the State please share the name of the vendor(s)?
A. No.

6. Q. Please confirm that all the functional, technical and interface requirements have been defined in the RFP.
A. All known requirements have been included in the RFP but we expect the vendor to assist in furthering refining the requirements during the implementation.

7. Q. We have a Named User licensing structure where 'Named User' is defined as staff with access to the back-office software system regardless if the access is concurrent or consecutive. How many Named Users does the State anticipate having on the proposed solution? Will these same users require offline inspection capability, or just a subset (if so, how many)?
A. There will be approximately 30 named users. Approximately 20-25 users will require offline inspection capability.

8. Q. How does the State currently accept electronic signatures during on-site inspections?
A. We don't currently accept electronic signatures for on-site inspections – handwritten only on paper forms.

9. Q. The RFP states that "each inspection includes the physical (i.e. on-site) portion as well as a file review. The file review focuses on a review certifying if the tenant living in the unit meets qualifications," will the State provide samples of this review?

- A. See the attachment “File Review Sheet.docx”. File reviews are based on the IRS or other funding regulations. Review includes but is not limited to reviewing income and student verifications, determining if tenant has met the income and rent restrictions, and if source documentation is valid.**
10. Q. On page 5 of the RFP, the State indicates that the proposed solution should include “a scoring algorithm that quantifies results from the inspections for later review and prioritization,” please state what criteria is required to determine this calculation.
- A. At a minimum the scoring algorithm should look at the factors included “Property Status Report_Draft-V.11.xlsx”. See this Excel file for details on the current structure of the formulae. Other algorithms are welcome if they cover these minimum areas.**
11. Per section 1.5 of the RFP, is there a file size limit for email and attachments?
- A. The size limit is 40GB.**
12. Q. Per section 3.2 of the RFP - what is the minimum number of firm references required?
- A. Three references is the minimum requirement.**
13. Q. Does the State require a public-facing portal? If so, what capabilities should this portal provide (i.e permit applications, inspection requests)?
- A. No.**
14. Q. Does the State require any mapping capabilities that would need to integrate with GIS (i.e.ESRI)?
- A. It is not a requirement, but we are interested in seeing these features that may be included in the proposals.**
15. Q. What is the maximum number of inspectors who will use the system?
- A. Approximately 20-25.**
16. Q. What is exact specification of the devices to be used by inspectors: exact vendor name and model, exact OS version (with update specification) and amount of memory.
- A. The particular devices and specifications is something that will be determined during the implementation. We prefer Windows devices because we have expertise in supporting them.**
17. Q. We assume “PC-based application” is a desktop application (not a web application running in browser). Please can you confirm.
- A. Yes, it is a Windows desktop application.**

18. Q. There is a requirement to have experience working with “state housing finance agencies or similar entities” (sections 3.1, 3.2, 3.3 of the RFP). Is there a chance to win the tender for company that has strong and solid experience of implementation of similar inspection systems for private companies, but does not have any experience working with state housing finance agencies or similar entities?

A. We prefer a vendor with public sector experience but will consider others.

19. Q. We would propose to do most of the work offshore in Russia. However we will propose to have a few meeting onsite in the OHFA office (project kick-off, one intermediate meeting and one – for the project completion). The rest of communication will be online, using Skype, GotoMeeting or similar tools. Please can you confirm if you are OK with this approach.

A. See “Executive Order 2011-12K.pdf” which states that all services must be performed within the United States.

20. Q. Does OHFA object to including a cover letter? Doing so will push the Table of Content to page 3, but we would like to include one.

A. A cover letter is acceptable.

21. Q. In Section 2.2 (Summary of Required Features) on Page 13, subhead "PC-based Application," requirements dictate that "...inspection results from the tablets should be transferred back to the PC-based application for review and reporting." Does this review process require modification of inspection report data, or will it serve as a verification process?

A. We will want the capability to modify or correct inspection report data in the back-office application.

22. Q. In Section 2.2 (Summary of Required Features) on Page 13, subhead "PC-based Application," requirements ask for a "PC-based application." Would the state be open to a web based application for the PC-based functionality?

A. Yes.

23. Q. If a web based solution is utilized for the "PC-based Application," would the state prefer a vendor hosted or state hosted solution?

A. We prefer a state-hosted solution.

24. Q. In Section 2.3 (Other Information) on Page 16, subhead "Documentation Requirements," diagrams detailing the database structure and a data dictionary describing all fields in the database are listed as required documentation to provide for OHFA IT Developers. Section 2.2 (Summary of Required Features) on Page 13, sub-head "PC-based Application," requires that the application "must provide a bridge between an existing SQL Server database." For clarification, would the solution utilize an existing database or would the vendor be expected to create a new one?
- A. We have a large SQL Server database system for managing the properties that does not contain a schema for storing inspection data. The existing system will supply property data (name, address, unit composition, etc.) to the inspection system. The contract should include the definition of a database to store the inspection results that resides outside the existing system.**
25. Q. If there is a database that contains legacy data, and a new database is part of the solution, would the vendor be responsible for data migration/conversion?
- A. No migration or conversion will be required.**
26. Q. Does OHFA expect the 3-month testing phase after production release to be completed by August 1st 2018 or does this date apply to production release?
- A. The desired production release date is no later than August 1st, 2018.**
27. Q. In Section 3.6 (Cost Proposal) on page 19, Would the state accept a fixed pricing proposal based on state approved milestones and deliverables?
- A. Yes.**
28. Q. Will the application need to support IOS, Windows, and Android?
- A. The application needs to support only Windows.**
29. Q. What is the preferred training approach? Is OH open to a train the trainer model?
- A. We would prefer the vendor to train all 30 system users.**
30. Q. Is integration to any external systems such as a back end system in scope?
- A. No. OHFA maintains a large SQL Server database system for tracking projects through their lifecycle. Our vision is for the inspection system solution to pull property information from this database into a to-be-built intermediate database that feeds data to the tablet devices and then collects data from the devices for later integration to the large system.**

31. Q. Will there be a need for an external portal for any constituents to access data pertinent to them i.e. status of an inspection or documentation around an inspection?
A. No.
32. Q. Is OH open to a cloud based solution (SaaS) or only on-premise?
A. We are open to a cloud-based solution that has substantial controls for security in place.
33. Q. If the proposed solution is not built on a SQL Server back end, should the vendor not respond?
A. The solution must integrate easily to a SQL Server back end database.
34. Q. What is the budget for this project?
A. The budget has not been determined at this time.
35. Q. Will there be a requirement to migrate historical data? If so please answer the following questions.
A. Historical data is in hardcopy form and there is no requirement to migrate it.
36. Q. As long as you have offline capabilities on the tablet based solution, are you open to a cloud solution?
A. Yes, provided that it is secure and can integrate easily to a SQL Server back end database.
37. Q. How will you measure the success of this project?
A. Success will be measured by how well the finished solution meets the requirements and adheres to the allocated budget.
38. Q. How many inspections are performed each month?
A. On average about 35 inspections conducted each month. Depending on the month and year, it ranges between 10-65 in a month. We anticipate over 400 inspections will be conducted in 2017.
39. Q. How many security profiles will the vendor need to configure? We expect two security profiles, one for the analyst/inspector and one for the administrator.
A. Both profiles should allow setting up inspections, conducting them, and synchronizing results to the back-end database. The administrator should

additionally allow configuration of the inspection structure and user account administration.

40. Q. How many different types of Inspection Types do you anticipate?
- A. OHFA conducts inspections on two main property types: scattered site single family homes and multifamily projects. A multifamily project may contain several buildings. The typical inspection includes both physical inspection and a file inspection; however, some reviews may only include on or the other. Requirements such as sample size and what is reviewed in file inspections will vary based on OHFA funding at the property. Additional information for the physical inspection is found in the “Physical Inspection Outline” and for the file review is found in the “File Review Sheet”. Based on the physical build of the property the zones included in the physical inspection will vary. Typically all physical reviews will include units and buildings exteriors, but may also have building systems, common areas, and site as other inspectable zones.**
41. Q. In addition to the Uniform Physical Condition Standards (UPCS), what other physical inspection requirements should the software comply with?
- A. Section 2.1 of the RFP covers the primary standards requirements; the Physical Inspection Outline prototype includes physical findings from UPCS and from OHFA policy. Federal and State regulations are compiled here: <https://ohiohome.org/compliance/policies.aspx> & <https://ohiohome.org/compliance/irs.aspx>**
42. Q. Will individual users need SQL Server 2012 Licenses?
- A. No.**
43. Q. Will the contractor be expected to provide the tablets or does OHFA already own them?
- A. OHFA will supply the tablets. None have been purchased and a selection will be made at a later date based on available equipment most suitable to the solution.**
44. Q. Does OHFA currently have its own SQL Server database?
- A. Yes.**
45. Q. Will it be the responsibility of the contractor to obtain and provide licenses for OHFA users to produce the Microsoft Word required reports as described in on page 15 of the RFP?
- A. No.**
46. Q. Can the financial statements required in Section 3.9 be submitted separately so they are not contained within the technical portion of the proposal?

- A. Financial statements can be submitted separately. Ohio has adopted the Uniform Trade Secrets Act, and to that end, if the financial statements that are submitted are a trade secret under that law, they will be reviewed by staff only and not disseminated outside of the agency unless required to be released (if requested) to the public.**
47. Q. Why is OHFA willing to develop a system when there are available applications you can buy off the shelf?
- A. We have reviewed off the shelf applications and haven't found one that meets our requirements.**
48. Q. Would OHFA consider licensing a system rather than developing their own?
- A. Yes, provided that the licensed product meets our requirements. See the Excel document, "PhysicalInspectionOutline.xlsx", for an outline of what information we wish to collect and the structure.**
49. Q. What requirements should the electronic signature fulfill? Should this system detect when data has been tampered with after the signing process happens?
- A. With the new software, we require only a basic electronic signature that can be used to verify that the property manager has signed a document.**
50. Q. Does OHFA already have the existing database set up on their end?
- A. We have a large SQL Server database system for managing the properties that does not contain a schema for storing inspection data. The existing system will supply property data (name, address, unit composition, etc.) to the inspection system. The contract should include the definition of a database to store the inspection results that resides outside the existing system.**
51. Q. Are we responsible for populating the property-specific info in the existing database?
- A. No, but the inspection system should provide for integrating property information from the existing SQL Server-based system.**
52. Q. Will OHFA provide scoring algorithm discussed on page 5 or will contractor need to develop?
- A. At a minimum the scoring algorithm should look at the factors included "Property Status Report_Draft-V.11.xlsx". See this Excel file for details on the current structure of the formulae. Other algorithms are welcome if they cover these minimum areas.**
53. Q. How many reviews will each reviewer complete per trip?
- The typical trip includes a review of 1 property. Properties range in size with between 1-251 buildings and 2-869 units. Sample sizes of the units/files are from 1-112. In cases where the properties are very small a housing analyst may conduct 2-3 reviews in a day.**

54. Q. How many completed reviews will need to be stored on each tablet prior to upload to the database?
A. Up to 10 reviews will need to be stored on the tablets.
55. Q. File Review - What does it consist of? Is there separate input form or checklist for file review? please share the details.
A. See the attachment "File Review Sheet.docx". File reviews are based on the IRS or other funding regulations. Review includes but is not limited to reviewing income and student verifications, determining if tenant has met the income and rent restrictions, and if source documentation is valid.
56. Q. Does system need provision for attachment/ upload file for file review process?
A. No.
57. Q. Two application requests are described as the requirement, i.e. PC based system, Tablets based system. Can we offer Web based cloud or on-premise System instead of PC based application?
A. We are amenable to a web-based cloud solution provided that substantial security controls are in place.
58. Q. Mobile application - Should it work on Native Windows 10 or work on iOS & Android?
A. Mobile applications should work on Native Windows 10.
59. Q. What are different types of Input forms ? Does PhysicalInspectionOutline.XLS covers all input form sections and questions?
A. PhysicalInspectionOutline.xlsx covers the current sections and questions but the solution should allow for the creating of new sections and questions.
60. Q. What is meant by configuration of inspection parameters & structures?
A. The solution should ideally allow OHFA users to implement new sections, new questions for existing sections, and new dropdown options.
61. Q. Does system need sketching tool to draw property diagrams? If yes than on what platform?
A. No.
62. Q. Do we need to integrate with third party replacement cost or valuation system?
A. No.
63. Q. Does analyst need mapping and routing solution for creating route plan?
A. No.
64. Q. Do we need to provide location identifier or geo code of the property?

- A. It is not a requirement, but we are interested in seeing these features that may be included in the proposals.
65. Q. What are the work allocation rules for analysts?
- A. It is at the discretion of the lead housing analyst of the review to determine how units are divided amongst the inspectors participating in the review. Typically, the lead housing analyst will work on file reviews, and those assisting will do the physical inspections. Some reviews will require multiple inspectors due to the size of the property; meaning up to 3 inspectors may be reviewing files and up to 4 inspectors conducting physical inspections simultaneously. Work is distributed fairly equally amongst those assigned to physicals and those assigned file review.
66. Q. Current report shows percent or point based rating for the questions. We need to understand this scoring system?
- A. At a minimum the scoring algorithm should look at the factors included "Property Status Report_Draft-V.11.xlsx". See this Excel file for details on the current structure of the formulae. Other algorithms are welcome if they cover these minimum areas.
67. Q. What kind of analysis, reporting and program administration is required?
- A. Required reports are included as addenda to the RFP and can be downloaded from the procure.ohio.gov site or <http://ohiohome.org/news/rfp.aspx>. Administration functions are limited to the selection of properties, buildings, and units to inspect during a given site inspection; assignment of analysts to perform various segments of the inspections, and uploading inspection results to the back-end database when a Wi-Fi connection is available.
68. Q. Do we need to consider specific dashboard and charts which may be helpful like Hazard Score, Non-Compliance, Pending Orders etc.
- A. We are interested in seeing proposals for these features but they are not part of the RFP.
69. Q. Can we use SSRS tool for reporting?
- A. Yes.
70. Q. Is data encryption needed for specific fields or entire database?
- A. Encryption of specific fields is sufficient.
71. Q. Do we need to integrate with any third party tools like eSignature?
- A. It is not a requirement, but we are interested in seeing these features that may be included in the proposals.
72. Q. Does legacy data has to be accessed or migrated in the new system?
- A. No.

73. Q. We assume following reports from system i.e. ComplianceReviewReport, EHS-Violation, SmokeDetectorViolation, PropertyStatusReport, Report to track frequency & status of inspections - Let us know anything missing in output reports.
- A. The listed reports are all that are needed at this time, although additional reports may be needed in the future.**
74. Q. What is Uniform Physical Condition Standards?
- A. Lists areas included in UPCS -**
https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_26481.pdf
Additional guidance on UPCS -
https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_doc.
75. 21. Q. What is the Security standard/ level you are expecting?
- A. The file review portion of the inspection collects tenant names, birthdates, individual addresses, income and sources of income. Database-level encryption is required to prevent this data from being accessed should the tablets be lost and data transfers over Wi-Fi should use encryption. Only authorized users (inspectors, back-office administrators) should have access to the system, through dedicated user accounts protected by passwords.**
76. Q. What are the Federal & State Laws for compliance requirements?
- A. Federal and State regulations are compiled here:**
<https://ohiohome.org/compliance/policies.aspx> &
<https://ohiohome.org/compliance/irs.aspx>
77. Q. "The application must provide a way to modify pre-selected units and buildings from the existing database while on-site during an inspection." - Please clarify the process and identify what can be can be modified?
- A. The analyst must be able to modify the units or buildings selected for inspection, change unit or building identifiers (names/numbers), and change the numbers of units or buildings to be inspected during a site review.**
78. Q. How will you decide which units will be selected based on the funding & reporting stage - Please clarify
- A. Samples should be determined randomly from the list of occupied units. The quantity included in the sample varies based on the type of funding. However, for housing tax credit projects, OHFA will conduct a minimum of either 20% of all low income units in the project or in each building. The initial sample list must then be reviewed to determine if there are any units on list that would not be inspected do to special circumstances (e.g. bed bug units). In these cases, OHFA will 'swap out' these unit(s) from the sample size with another unit(s) in the project. OHFA may review more than**

20% of all low income units if systemic compliance issues are found while on-site at the project. If the housing tax credit project has there is HOME funding, the sample must include some or all of the HOME assisted units (based on number of assisted units & total units in the project). Additionally OHFA monitors housing tax credit projects that are in the extended use period or the second 15 years of compliance. For these properties, a minimum of 10% of all low income units in the project will be selected and reviewed. OHFA's building sample size for housing tax credit projects is 100%. For example if the property has 50 buildings, all 50 buildings will be reviewed.

79. Q. How multiple Compliance Analysts/ Inspector will work on one unit/ section at one time? Can we assume one Compliance Analysts/ Inspector will work on one unit.

A. Multiple analysts will not work on the same unit inspection. You can assume one inspector per unit.

80. Q. How will the system monitor & report instances of non-compliance?

A. Non-compliance will be reported to the owner in the Compliance Review Report, EHS violation sheet, and Smoke Detector Report. OHFA will monitor using these documents and Property Status Report and any other additional reports designed for flexible tracking of specific issues or types of findings.

81. Q. How will the data move from the system to IRS form 8823 as well as in compliance review report? Do they need output PDF/ XLS or Web Service?

A. No data movement to IRS Form 8823 is required. Word or PDF is sufficient for report output.

82. Q. "As the analyst walks through a unit or across the property they must be able easily identify a finding based on the area they are working on, the nature of the issue, and if applicable, additional detail on where the issue is occurring." - Please clarify how to record and register it.

A. Please refer to the outline in PhysicalInspectionOutline.xlsx.

83. Q. We assume flow of system as follows, please let us know any changes.

- Project records will be entered into Web\ PC application
- Then records will be assigned to analyst/s.
- Analyst will download respective form on tablet
- Analyst will update input form \ take photos in offline mode and upload back to Web\ PC application
- System will generate necessary compliance reports and alerts.

A. This is the correct high-level process flow.

84. Q. "The system must generate reports for internal and external partners." - Please clarify

- A. Internal: ComplianceReviewReport.pdf and PropertyStatusReport.pdf.
External: ComplianceReviewReport.pdf, EHS-Violation.pdf, and
SmokeDetectorViolation.pdf Reports.**
85. Q. Does this project intend to develop a brand new custom application or can also use modified COTS?
A. Either solution is acceptable provided it meets the requirements.
86. Q. Is this only T&M project or can we propose any other pricing model?
A. Other pricing models will be considered.
87. Q. Is there any expected go-live date planned?
A. The desired go-live date is no later than August 1st, 2018.
88. Q. Did a vendor assist in the creation of this RFP/project?
i. If so, who is that vendor and are they allowed to respond to this RFP?
A. No vendor assisted in the RFP creation.
89. Q. Is there an internal IT staff that will be assisting on the project?
A. No.
90. Q. As part of this project how many compliance analysts and administrative staff will need to be trained? Approximately
A. 30 people will require training.
91. Q. Are there known risks and/or constraints not identified in the RFP?
A. No.
- 92. Q. Section: Executive Summary – Overview of the System’s Scope #6. - Provide system functionality testing and assistance with user acceptance testing [Page 6]: Does this refer to assistance with script creation, management of testing process, and/or training of UAT testers?**
A. Yes.
- 93. Q. Section 5.1.C.2: Preparing And Submitting The Proposal – Proposal Organization and Format [Page 22]: Is the scoring methodology on page 22, Section 5.1.C.2 the same as the methodology referenced in page 12, paragraph 3, 5th sentence [Section 2.1 Background and Additional Information – Recording and Reporting the Physical Inspection]: The qualified contractor will develop a valid and reliable measure that can be used by OHFA staff to rate the property based on the information collected through the physical inspection, file review, and responsiveness of staff involved with the property.**
A. Yes.

94. Q. *Section 2.1 Recording and Reporting Physical Inspection [Page 12]:* What are the expected specifications of the tablet hardware and printer, used for hard copy reports on site following inspection? Are you looking for hardware specification recommendations from the chosen vendor?
- A. **The particular devices and specifications is something that will be determined during the implementation. We prefer Windows devices because we have expertise in supporting them.**
101. Q. Will Ohio Housing Finance Agency own and distribute hardware to ensure consistency of specifications?
- A. **Yes.**
102. Q. *Section 2.1 Description of Physical Inspection Review Process [Page 11]:* How is work assigned and distributed, especially in multi-analyst situations?
- A. **It is at the discretion of the lead inspector of the review to determine how units are divided amongst the inspectors participating in the review. Typically, the lead analyst will work on file reviews, and those assisting will do the physical inspections. Some reviews will require multiple inspectors due to the size of the property; meaning up to 3 inspectors may be reviewing files and up to 4 inspectors conducting physical inspections simultaneously. Work is distributed fairly equally amongst those assigned to physicals and those assigned file review.**
103. Q. *Section 2.1. Description of Physical Inspection Review Process [Page 11]:* Are there different workflows for each of the property types that need to be completed before analysts (inspectors) arrive on site?
- A. **Overall the workflow prior to the review is similar on most properties. OHFA staff will complete several 'pre-review' documents but these documents will not be part of the development of this software. Most inspections include both physical and file review, and in cases where only a physical or file review is required this does change the workflow. In these instances an inspector will use only the related component (e.g. physical inspection) of the software.**
104. Q. *Section 2.1: Description of Physical Inspection Review Process (page 11):* Are there any expected reconciliation rules around duplicate inspection information?
- A. **The solution should prevent duplicate inspection information if possible. Analysts are instructed not to inspect the same areas so this situation doesn't normally occur.**
105. Q. *Section 2.2 Configuration Capabilities [Page 15]:* What are the roles' access levels described on page 15?
- A. **Compliance Analyst: Downloads property information from the back-office database to the tablets. Enters file and physical inspection results in the tablets in the field. Transfers the results to the back-office database.**

Administrator: Same permissions as for the compliance analyst. Additionally, makes changes to the inspection forms including adding/removing/editing dropdown options, changing what dropdown types appear for particular questions on the inspection form, and other configuration changes as yet to be determined.

106. Q. *Section: 2.2 PC-Based Application [Page 13]:* Does the existing database belong to another product?
A. Yes. OHFA maintains a large SQL Server database system for tracking projects through their lifecycle. Our vision is for the inspection system solution to pull property information from this database into a to-be-built intermediate database that feeds data to the tablet devices and then collects data from the devices for later integration to the large system.
- a. Q. What is the name of that product?
A. Authority DMS
- b. Q. Can we have the data dictionary for that database?
A. Portions of the data dictionary relevant to the inspection system solution will be provided in the course of the implementation.
107. Q. *Section 2.2 Reports [Page 15]:* A customizable, ad hoc reporting function to track the frequency and status of inspections and types of projects across all properties with inspections. What is the estimated number of customizable data points required for the ad hoc reporting?
A. We will want to report on all data collected by the inspection application.
108. Q. How many inspectors will be using this system at one time?
A. Up to 25 inspectors.
109. Q. How many properties are currently in the system to be inspected, and what is the expected rate of growth?
A. There are currently 1525 properties in OHFA's portfolio with approximately 1100 of those requiring physical/file inspections. Projects in OHFA's portfolio are inspected on a 1, 2 or 3 year rotation. The rotation may change due to the project having significant compliance or other issues. This will cause the number of inspections to vary each year.

On average, 60 properties are added to OHFA's portfolio each year and generally 10 to 20 properties become inactive each year. On average, 35 inspections are conducted each month. However, there may be up to 65 inspections conducted in a month.

110. Q. Would OHFA prefer to use their own hardware or have hardware provided and supported (tablets and mobile printers specifically)?

A. We prefer to supply the hardware.

111. Q. If OHFA would like hardware provided, is OHFA open to Windows tablets that do have cellular (and thus GPS) capabilities?

A. Not applicable.

112. Q. OHFA specifically mentions the .NET / MVC framework - may it be assumed the use of Xamarin.Forms would also be allowed as it uses .NET/ MVC and is programmed in C#?

A. Yes, this is acceptable.

113. Is OHFA open to a different workflow/solution as opposed to the one outlined on page 10 of the RFP; provided that it would still achieve the desired inputs and outcomes? Especially if that revised workflow provides OHFA cost savings in both development and maintenance?

A. We are open to alternative workflows but prefer the one given in the RFP.

114. Q. What is the length/term that OHFA would like the maintenance to be estimated?,

A. We have no specified requirement and are open to proposals.

115. Q. What are OHFA's server specifications? Or is it assumed the chosen vendor would provide a remote server, or manage an internal server on OHFA's behalf?

A. OHFA requires that the solution be compatible with SQL Server databases and Windows Servers.

116. Q. On page 16, it is stated that the system should work with existing systems: "A testing phase of up to three months for staff to determine if the Application is compatible with existing systems, meets all OHFA requirements, and functionality in the field." - however those systems are not listed in the RFP nor are their interface methods (API, API type, Shared Code, Plugins, Database Access etc.) - can OHFA elaborate on what those systems are, which portions of the application data will be sourced, updated, transferred etc., and how the interface of those systems is to occur (as well as any documentation linked to those interfaces).

A. OHFA maintains a large SQL Server database system for tracking projects through their lifecycle. Our vision is for the inspection system solution to pull property information from this database into a to-be-built intermediate database that feeds data to the tablet devices and then collects data from the devices for later integration to the large system.

117. Q. Does OHFA intend to be the single owner/licensee of the produced software?

A. Yes.

118. Q. For the vendor financial statements, are P&L reports sufficient? Will these be public record?

A. All audited financial statements are required.

Ohio Revised Code Section 149.43 (the "Public Information Act") requires State agencies to grant public access to information about the affairs of government and the official acts of public officials and employees, subject to certain exceptions.

Sections 1333.61 – 1333.69 of the Ohio Revised Code requires that a State agency deny inspection of the part of the public record that contains information concerning trade secrets as that term is defined in Ohio Revised Code 1333.61(D).

Section 1333.61(D) states as follows:

"Trade secret" means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers, that satisfies both of the following:

- It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use, and
- It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

OHFA shall not share or convey any information provided by Company that is considered to be exempt from disclosure as a trade secret, unless required to by law, to any person (including any State employee) or governmental agency without the prior written approval of Company as to the entity or individual with whom the OHFA desires to share the information. OHFA agrees to keep all the information OHFA may acquire from Company in strict confidence to the extent permitted by applicable law. It is suggested that Company label any information that it deems to be a trade secret.

119. Q. RFP responses may contain private and industry secrets in terms of execution and solution. Who owns the response? Can respondents specify what should be redacted from the public record to maintain their competitive advantage in the market place by requiring redaction of such solutions and executions?

A. See the answer to 118 above.

120. Q. The cost proposal template does not appear to allow for itemized development "feature" costs, rather it appears to itemize by role and out-of-pocket in a net total. Can respondents use that template on a per feature basis in an effort to break out feature/solution costs in addition to a net total?

A. Alternative templates for cost break-downs will be considered.

121. Q. Do existing/active vendors of OHFA need to submit financials?

A. Yes.

122. Q.

If the response outlines the entire process as understood and how the application is expected to work in totality, will OHFA provide feedback to the outline with corrections or

PROPERTY INSPECTION SYSTEM RFP HFA-RFP-18-001 Responses to Inquiries, 7/26/2017	Documents referenced here can be found at http://www.ohiohome.org/news/rfp.aspx
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questions so the response and estimate may be as accurate as possible for the final submission? OR:

Is the discovery process allowed as a part of the estimation? (Discovery is the process in which we work in detail with OHFA [over the course of several meetings with key project stakeholders and subject matter experts] to fully understand the application workflow, integrations, processes, and expected behavior in totality) thus rendering the estimation in the response a best estimate under current understanding?

A. An estimate is required to be submitted with the proposal. Estimates may be revised after the award is made.